

KERN COUNTY SUPERINTENDENT OF SCHOOLS
REVISIONS APPROVED MARCH 2014
RANGE: 46.5
CLASSIFIED
CODE: NONE

CLAIMS EXAMINER II – WORKERS’ COMPENSATION

DEFINITION

Under general supervision, to perform responsible clerical and preliminary claim examination functions pertaining to the County Schools workers' compensation insurance program;

to assist in establishing and maintaining a data management, storage and retrieval system pertaining to a comprehensive self-insured workers' compensation insurance program;

to do other related work as required.

EXAMPLES OF DUTIES

Perform a variety of functions regarding the workers' compensation program, including program information dissemination, preliminary claim processing, and claims investigation;

may assist participating employers in the investigation and documentation pertaining to an industrial illness or injury;

review the industrial illness and injury reports and medical reports for accuracy and completeness;

investigate claims for acceptance and/or denial;

calculate and pay temporary disability benefits when entitlement is determined;

discontinue benefits when an employee is able to return to active service;

evaluate medical reports to determine permanent and stationary status;

rate permanent disability;

calculate benefit rate and pay permanent disability, if applicable;

participate (under supervision) in the claims settlement process of non-litigated claims within a predetermined amount;

prepare and present litigated cases to the Workers' Compensation Appeals Board;

assist medical providers regarding billing problems, issues and concerns;

prepare and provide in-service training to member districts;

prepare routine correspondence, settlement papers, and memoranda for editing and review pertaining to various workers' compensation benefits, issues and concerns.

QUALIFICATIONS

Knowledge of:

Procedures, methods, and terminology pertaining to a workers' compensation insurance program;

legal mandates, policies, and regulations regarding workers' compensation insurance programs;

workers' compensation benefit and claims processing procedures;

English usage, spelling, grammar and punctuation;

modern office practices and procedures;

standard business machines and automated data management, storage and retrieval systems and equipment.

Ability to:

Skillfully perform technical clerical and preliminary claims examination functions;

assist in the preparation of clear and concise management reports and summaries;

perform arithmetical calculations with speed and accuracy;

type at a net corrected speed of 40 words per minute;

communicate effectively in oral and written form;

understand and carry out oral and written directions;

establish and maintain cooperative working relationships.

Experience:

Two (2) years of Workers' Compensation claims adjusting experience, preferably in a self-insurance operation, to include processing claims from inception of injury through litigation to closure. OR One (1) year of experience as a Workers' Compensation Claims Examiner I with KCSOS AND possession of a California Self-Insurance Administrator's Certificate.

Education:

Equivalent to the completion of the twelfth grade, supplemented by coursework and training in business office practices, workers' compensation insurance matters, or closely related fields.

Conditions of employment:

Must have a California Self-Insurance Administrator's Certificate, or obtain one within six months of hire date.

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of six months or 130 days, whichever is longer.

CP: gs

3/12/14

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